



## WEST VIRGINIA STATE FIRE COMMISSION

OFFICE OF THE STATE FIRE MARSHAL  
1207 Quarrier St, 2<sup>nd</sup> Floor  
Charleston, WV 25301  
(304) 558-2191  
[www.wvfiremarshal.org](http://www.wvfiremarshal.org)



## Certification as Building Code Official

WVC § 29-3-5 b(c) as of 08/01/2006

### Definitions:

***Building Code Inspector*** is a person who conducts inspections and examinations of buildings in the process of construction or renovation to ascertain the level of compliance with the state building code.

***Building Code Official*** is a person who oversees and administers the building code department in a city, county or other local government entity that has lawfully adopted the state building code. In this role, the person supervises building code inspectors, plans examiners and other administrative or technical staff for the department.

***Building Code Plans Examiner*** is a person who examines and reviews construction or renovation plans and drawings for compliance with the requirements of the state building code.

### Exam Administrator:

International Code Council – **ICC** - 5203 Leesburg Pike, Suite 600; Falls Church, VA 22041, 1-888-ICC-SAFE (422-7233); website [www.iccsafe.org](http://www.iccsafe.org).

### General Information:

If you are applying for certification as a ***Building Code Inspector***, in order to qualify you must evidence successful passing of the following four (4) ICC exams: • Commercial Building Inspector, • Commercial Electrical Inspector, • Commercial Mechanical Inspector, and • Commercial Plumbing Inspector.

To qualify as a ***Building Code Official***, you must evidence successful completion of all following five (5) ICC exams: • Residential Building Inspector, • Commercial Building Inspector, • Building Plans Examiner, • CBO Technology examination, and • CBO Legal / Management examination.

To qualify as a ***Building Code Plans Examiner***, you must evidence successful completion of all following four (4) ICC exams: • Building Plans Examiner, • Electrical Plans Examiner, • Mechanical Plans Examiner, and • Plumbing Plans Examiner.

### Test Exemption:

Any person employed as a building code official, building code inspector or building code examiner, no less than 90 days prior August 1, 2006, by a local government entity that has adopted the state building code, is considered qualified for the perspective position for purposes of initial certification. To certify under this provision, the person must file an application with the State Fire Commission no later than November 28, 2006.

### Fees:

Certification fee is \$ 50.00 to be submitted with the initial application. Check or money order needs to be made payable to the WV State Fire Commission.

### Continuing Education Requirement:

In order to qualify for renewal of the original certification each licensee shall complete a minimum of 1.5 continuing education units, equivalent to 75 minutes of instruction.

### Renewal:

Certification will come up for renewal every three years. Renewal notices are mailed approximately 60 days prior to the expiration date. It is the licensee's responsibility to ensure renewal of the certification. Please contact the division if you have a change of address. Failure to receive a renewal notice does not excuse non-renewal. Renewal fee is \$ 50.00.

### Contact:

All correspondence regarding this certification program needs to be directed to Office of the State Fire Marshal, Attn. Regulatory & Licensing Division, 1207 Quarrier St, Suite 201, Charleston, WV 25301.

# Application for Certification as Building Code Official

## Applicant Information

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

## Request for Certification as

- ☐ Building Code Inspector after successfully completing the required (4) ICC exams
- ☐ Building Code Inspector – exempt from examinations
- ☐ Building Code Official after successfully completing the required (5) ICC exams
- ☐ Building Code Official – exempt from examinations
- ☐ Building Code Plans Examiner after successfully completing the required (4) ICC exams
- ☐ Building Code Plans Examiner – exempt from examinations

## Statement

I hereby certify that the information contained on this application is true and complete to the best of my knowledge. I have attached all necessary documents indicating successful completion of the required examinations **or** proof of employment under the grandfather-clause. I understand that any false or misleading information may result in failure to obtain licensure or subsequent revocation of my license.

Applicant Signature : \_\_\_\_\_ Date: \_\_\_\_\_

## For Office Use Only

Application reviewed on:

Application reviewed by:

Approved: ☐ Yes ☐ No

Reason for Denial: